

QUESTIONS AND ANSWERS

FOCUS ON SUPERVISION

Questions? Email us anytime at dcfaskrfp@dcf.state.nj.us

Phone number and contact person for date of delivery:

Main Number: 609-888-7730

Contacts: Karen Schemmer

Loren LaBadie

Deliver proposal to: 50 East State Street, 3rd Floor

Trenton, New Jersey 08625-0717

- 1. If we are looking to apply for more than one of the 12 offices, should multiple proposals be submitted, or one consolidated?**

One proposal for multiple offices shall be accepted.

- 2. On page 5, under #1, I think the \$ amounts are transposed- should it read: "Up to \$1249.50x 2 (\$2499) will be allotted.... (89.25 x 14 x 2)"? Please clarify.**

You are correct. Up to \$2499 will be allotted for the two day training for up to two people (89.25 x 14 hours x 2 people).

- 3. Can we use LPCs or do we have to use LCSWs?**

You must use LCSW's.

- 4. Page 4, Section B:At least 4 times per month is stated in paragraph 2**

What is the maximum number of case conferences that can take place per month?

You are only obligated to do four case conferences per month.

5. Page 4, Section C, Preparation:

Who makes the case selection?

CP&P staff will select the cases with possible input from the provider.

Is the case review by the provider agency clinician and CWS done within the 3 hours, just prior to the actual meeting or does it require additional time?

The provider agency clinician is to be fully prepared for the meeting in which guidance and support is to be provided to the CWS and to co-facilitate the case conference. It is expected that the Provider Agency Clinician shall exercise diligence and be prepared.

Is only one case reviewed during Grand Rounds, or can there be more than one?

One case each for each CWS.

Are Grand Rounds always planned for approximately 3 hours at one time, or can an office opt to break up the time (for example, an hour and a half one day and an hour and a half another day)? If so, is this for just one case or could this be two and how does that relate to billing?

The example was provided and states on Page 5 that “the process can take up to 3 hours and the above is provided as an example only as times can vary.”

Is there currently a dedicated time for the conferences to take place at each local office or is the time to be mutually agreed upon by the office and the provider?

If your staff is only available on certain days or times or has other limitations this should be expressed in your proposal.

6. Page 5, Section C, #2:

The bullets seem to be out of context. Could you please further explain?

- **Participating in interviews, focus groups and research concerning the training. When?**

This has not yet been determined. If you have limitations on time your proposals should state such limitations.

- **Report on the level of service, clients served and the implementation process. Please define.**

These are standard measures and will be further defined after your proposal is received. If there are any difficulties in meeting these requirements please set forth any limitations in your proposal.

7. Page 6, 1st Paragraph:

What type of data is required to be kept?

Any data collected as part of this project and assessment by your agency.

Is software needed to collect this data?

DCF is not requiring or funding any software for this project.

8. Page 13, #2, Need Justification:

In light of the request for clinical supervision coming from the Division for its staff, the need justification section does not seem to be applicable since providers are not in the position to have knowledge of how bullets 2 and 3 relate to the workers.

- **A summary of existing services, including identified gaps in the current provision and availability of those services; and**
- **Citations of relevant statistics and discussions of studies that the prevalence of the problem and the unmet needs of the target population.**

Yes, you are correct. You do not have to respond to these 2 bullets.

9. Page 14, #3, Program Approach:

What type of documentation will be required of the clinician and where will it be completed (i.e. Spirit, etc.)?

This will be provided by CP&P. Each provider will be required to complete a form identifying that the conference occurred and what went well, and areas needing improvement.

10. Page 15, #5, Budget:

On page 5 it is stated that DCF will pay a flat rate of \$267.75 per case. Typically line item budgets are submitted for cost reimbursement RFPs and grant contracts. Case rate agreements do not usually require this.

Is it necessary to put all of that detail on the forms provided or would you consider a statement agreeing to the fee rate for the service, and a brief narrative?

Your budget must be on the forms as requested.